

USDA PRIVACY IMPACT ASSESSMENT FORM

Project Name: Fire Program Analysis (FPA) System Preparedness Module

Date Prepared: April 13, 2004

Description of Your Program/Project:

The Fire Program Analysis – Preparedness Module (FPA-PM) will be a tool to analyze and develop initial attack preparedness budgets. It will be a single system that will replace those currently in use by the five federal wildland fire agencies.

Objectives of the FPA-PM are to:

- Analyze the relationship between cost and effectiveness in achieving preparedness goals.
- Determine the firefighting resources that best utilize any given budget allocation.

DATA IN THE SYSTEM

1. Generally describe the information to be used in the system in each of the following categories: Customer, Employee, and Other.	<p><u>Customer Data:</u> None</p> <p><u>Employee Data:</u> None</p> <p><u>Other Data:</u> FPA will contain the following types of data:</p> <ul style="list-style-type: none">• Ecosystem condition (vegetation, slope, aspect, elevation)• Fuel condition• Weather and climate history• Fire occurrence history• Fire suppression resource type, kind and location• Resources and values at risk
2a. What are the sources of the information in the system?	Most of the required data already exists at the local level. However, not all data currently exists across all agencies. An information needs analysis will be conducted to identify gaps in data. Data gaps will be addressed through a Data Development Plan. Data may be collected and compiled locally, or purchased.
2b. What USDA files and databases are used? What is the source agency?	FPA-PM is an interagency system. Existing fire preparedness planning and budgeting applications will provide a basis for agency and system integration and points of departure for enhancements to existing policy and procedures. User guides, system documentation and existing policy and procedures will be utilized for: <ul style="list-style-type: none">• Interagency Initial Attack Analysis (IIAA) System - Simulation of initial attack alternative. Currently used by the FS, BLM and BIA in

	<p>various forms.</p> <ul style="list-style-type: none"> • FirePro - NPS Rule based approach to fire preparedness staffing level analysis. • FireBASE - F&WS version of FirePro. • Personal Computer Historical Analysis (PCHA) - Weather, climate and fire occurrence analysis. • FIRESTAT - Forest Service Fire Occurrence Data. • DOI 1200-2 -DOI Fire Occurrence Data
2c. What Federal Agencies are providing data for use in the system?	<ul style="list-style-type: none"> • USDA Forest Service • Bureau of Indian Affairs • Bureau of Land Management • Fish and Wildlife Service • National Park Service
2d. What State and Local Agencies are providing data for use in the system?	Regional/State level fire preparedness planners will use FPA to analyze local budget alternatives and requests and to assess regional/state level program management needs based on local alternatives.
2e. From what other third party sources will data be collected?	None (?)
2f. What information will be collected from the customer/employee?	None (?)
3a. How will data collected from sources other than the USDA records and the customer be verified for accuracy?	Data from other agency or interagency systems is collected through user input or import mechanisms designed specifically for import of the data. (verify)
3b. How will data be checked for completeness?	Import mechanisms within FPA-PM review data for completeness. Records that do not have good data integrity will be rejected. (verify)

ACCESS TO THE DATA

1. Who will have access to the data in the system (Users, Managers, System Administrators, Developers, Other)?	Access to data is authorized through systems roles. All data are accessible to users with designated roles that permit access. FPA-PM will not be available to the public. (verify)
2. How is access to the data by a user determined? Are criteria, procedures, controls, and responsibilities regarding access documented?	Access to the system is available only by username and password. Once authenticated access to data is through appropriate system roles. Electronic access to records is controlled through system roles. (verify)
3. Will users have access to all data on the system or will the user's access be restricted? Explain.	FPA-PM will be a role-based system. Access to different roles is determined by the account manager. Username and passwords are required for all users. (verify)

4. What controls are in place to prevent the misuse (e.g. browsing, unauthorized use) of data by those having access?	System roles have been established to control the level of use. System roles are administered on national basis. During system training, security and rules of behavior will be included in the instruction. (verify)
5a. Do other systems share data or have access to data in this system? If yes, explain.	No. FPA-PM will not directly share (electronically) data with another system. (verify)
5b. Who will be responsible for protecting the privacy rights of the customers and employees affected by the interface.	Not applicable; no customer or employee data will be included in FPA-PM.
6a. Will other agencies share data or have access to data in this system (International, Federal, State, Local, Other)?	Other agencies not identified as a user of the system do not have access to data in the system.
6b. How will the data be used by the agency?	Not Applicable.
6c. Who is responsible for assuring proper use of the data?	Not Applicable.

ATTRIBUTES OF THE DATA

1. Is the use of the data both relevant and necessary to the purpose for which the system is being designed?	Yes.
2a. Will the system derive new data or create previously unavailable data about an individual through aggregation from the information collected?	No. (verify)
2b. Will the new data be placed in the individual's record (customer or employee)?	Not Applicable.
2c. Can the system make determinations about customers or employees that would not be possible without the new data?	Not Applicable.
2d. How will the new data be verified for relevance and accuracy?	Not Applicable.
3a. If data is being consolidated, what controls are in place to protect the data from unauthorized access or use?	Not applicable – data will not be consolidated. (verify)
3b. If processes are being consolidated, are the proper controls remaining in place to protect the data and prevent unauthorized access?	Not applicable – processes will not be consolidated. (verify)

Explain.	
4a. How will the data be retrieved? Can it be retrieved by personal identifier? If yes, explain.	Not applicable; no personal information will be contained in FPA-PM.
4b. What are the potential effects on the due process rights of customers and employees of: <ul style="list-style-type: none"> • consolidation and linkage of files and systems; • derivation of data • accelerated information processing and decision making; • use of new technologies. 	None; no customer or employee data are included in FPA-PM.
4c. How are the effects to be mitigated?	Not Applicable.

MAINTENANCE OF ADMINISTRATIVE CONTROLS

1a. Explain how the system and its use will ensure equitable treatment of customers and employees.	Not Applicable; no customer or employee data will be contained in FPA-PM.
2a. If the system is operated in more than one site, how will consistent use of the system and data be maintained in all sites?	Data will be stored in a centralized national database.
2b. Explain any possibility of disparate treatment of individuals or groups.	Not Applicable.
2c. What are the retention periods of data in this system?	Data will be stored electronically for a minimum of seven years. (verify)
2d. What are the procedures for eliminating the data at the end of the retention period? Where are the procedures documented?	At this time, there are no procedures as the agency (US Forest Service) direction is to retain the data indefinitely. (verify)
2e. While the data is retained in the system, what are the requirements for determining if the data is still sufficiently accurate, relevant, timely, and complete to ensure fairness in making determinations?	Data within FPA-PM are required to be accurate, relevant, timely, and complete. Add more?
3a. Is the system using technologies in ways that the USDA has not previously employed (e.g. Caller-ID)?	No.
3b. How does the use of this technology affect customer/employee privacy?	Not Applicable.

4a. Will this system provide the capability to identify, locate, and monitor <u>individuals</u> ? If yes, explain.	No.
4b. Will this system provide the capability to identify, locate, and monitor <u>groups of people</u> ? If yes, explain.	No.
4c. What controls will be used to prevent unauthorized monitoring?	Username and password is required to access the system. System roles permit monitoring on an as authorized basis.
5a. Under which Systems of Record notice (SOR) does the system operate? Provide number and name.	Not Applicable.
5b. If the system is being modified, will the SOR require amendment or revision? Explain.	Not Applicable.

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